



Exam Bulletin

CAREER EXECUTIVE ASSIGNMENT

ISSUE DATE November 16, 2010

POSITION TITLE Project Director, FI\$Cal Project, CEA Level 4

POSITION DESCRIPTION

Under the general direction of the Financial Information System for California (FI\$Cal) Project Executive, the FI\$Cal Project Director (CEA 4) fulfills substantial leadership responsibilities for a project of significant scope, complexity, and sensitivity. The FI\$Cal Project is a collaborative partnership between the Department of Finance, the State Controller's Office, the State Treasurer's Office, and the Department of General Services to replace California's aging financial management systems and improve business processes by implementing a statewide integrated financial and administrative management system utilizing Enterprise Resource Planning (ERP) software.

The FI\$Cal Project Director functions as the Project Manager for the FI\$Cal Project. The incumbent is responsible for providing a centralized structure to coordinate and manage the Project matrix organization, its staff resources, teams, activities, facilities, communication, and outreach. The Project Director advises and consults with the FI\$Cal Steering Committee, statewide project governance organizations, state departments and agencies, and provides statewide leadership and direction for the Project. The Project Director directs all phases of the Project, including initiation, planning, procurement, implementation, and operations and maintenance. The FI\$Cal Project Director also represents the Project in meetings and hearings with the Legislature, the Governor's Office, department and steering committee meetings and problem solving sessions, and serves as the central point of communication and coordination for the FI\$Cal Project.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications to compete in this examination:

Either I

Must be a civil service employee with permanent California State Civil Service status or who previously had permanent status in the state civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-orientated disability, or honorably discharged from active duty as defined in Government Code Section 18991.

And

Must meet the general minimum qualifications for the CEA category, **including**:

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1 Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and, the Department's Equal Employment Opportunity (EEO) Program objectives and the Manager's role in the EEO Program, and the processes available to meet equal employment opportunity.

2 Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and, promote equal opportunity in employment and maintain a work environment that is free from discrimination and harassment.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation, and/or evaluation of program policies (experience may have been paid or volunteer; in state service, other governmental settings, or in a private organization):

CEA Levels 4 and 5 or civil service equivalent—Extensive managerial, leadership and program administrative experience which has included substantial responsibility for a combination of management function such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management.

DESIRABLE QUALIFICATIONS

In addition, to evaluating each candidate's relative ability to perform leadership and policy influencing functions effectively, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Applicants must demonstrate the ability to perform leadership and policy influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- Have held a management and leadership position in a program, business transformation effort, or information technology project of significant size, complexity, and sensitivity.
- An understanding of the scope and approach of the FI\$Cal Project including the Project's vision, organization, goals and objectives.
- Extensive administrative and program expertise in one of the major business functional areas within the project scope.

DESIRABLE QUALIFICATIONS (Continued)

- Demonstrated management, leadership and mentoring capabilities.
- Technical knowledge of and management level expertise in the state's governance structure.
- Understanding of business transformation and associated challenges.
- Ability to work effectively under intense pressure.
- Develop and maintain cooperative working relationships with all those contacted through the course of work.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent the Project effectively internally, before the legislature, with other governmental entities, and with the public.
- Experience in planning for a large enterprise system development.

DESIRABLE LEADERSHIP QUALITIES

In executing these duties and responsibilities, the **Project Director** must demonstrate well-developed leadership qualities. These qualities can be summarized as follows:

- Model The Way—Set the example, show commitment
- Inspire A Shared Vision—Convey direction and strategy while supporting an environment of collaboration
- Challenge The Process—Effectively interact, negotiate and effectuate change while minimizing negative impacts
- Enable Others To Act—Delegate, mentor and drive team to excellence
- Encourage The Heart—Inspire trust and understanding through caring about individuals

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of Project Director, FISCAL Project, for a period of up to 12 months.

FILING INSTRUCTIONS

Interested applicants are required to submit:

- An **“Examination and/or Employment Application”** (Std. 678) that clearly addresses your experience and job titles, names and addresses of employers, period of employment, list of degrees and certificates obtained with dates received, and education relevant to the Minimum Qualifications listed above.
- A **“Statement of Qualifications”** with specific information and examples of how your background meets the Minimum Qualifications, Desirable Qualifications, and Desirable Characteristics. Further, this Statement of Qualifications must discuss your ability to perform the duties of this position. Statements must be prepared in narrative format typed to facilitate easy reading, and not exceed four pages in length with a font size no smaller than 12 point. Resumes do not take the place of the Statement of Qualifications.

APPLICANTS WHO FAIL TO SUBMIT THE STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THIS EXAMINATION PROCESS.

- All applications must be received on or before 5:00 p.m. on December 10, 2010, the final filing date. Facsimile of applications will not be accepted.
- If you are a U.S. Military veteran, attach a legible copy of Veteran's discharge (DD214) or other official discharge documents, showing your enlistment and discharge dates, branch of service, and character of service (i.e., Type of Discharge).

The Application, Statement of Qualifications, and Resume must be submitted to: FI\$Cal Project

Human Resource Unit 915 L Street, 6th Floor Sacramento, CA 95814 Gam Thai, Human Resource Analyst,
Gam.Thai@fiscal.ca.gov

SPECIAL TESTING If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

Questions may be directed to the **FI\$Cal Project**, Human Resource Unit at (916) 445-8918 ext 3369. If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described within this bulletin will be compared with the performance of the others who take this test (based upon job-related criteria), and all candidates who pass will be ranked according to their scores.

The **Financial Information System for California (FI\$Cal)** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the essential duties of the class.

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

*TDD is Telecommunication Device for the Deaf and is accessible only by phones equipped with a TDD device. California relay (telephone) service for the deaf and hearing impaired: From TDD phone: 1-800-735-2929 From voice phones: 1-800-735-2922